Dining Facility Menu Management

Menu Management

- All costs must be known to be controlled
- If you allow staff to eat at no cost, you receive no credit

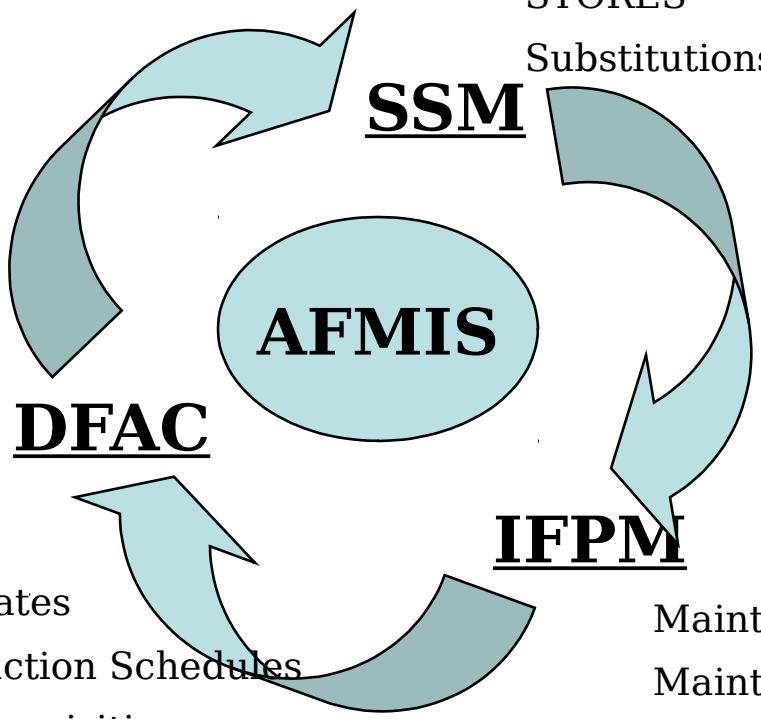
Goal: <u>Consistency</u>

- Hot foods served hot, cold foods served cold
- Well-prepared and presented foods
- A variety of choices always available
- Dining concept
- Pleasant service

Menu Management

* Reinforce good management procedures.
  - Menu planning cost estimate
  - Post meal cost estimate
  - Identify trends
    - Analyze problem areas
    - Develop solutions and adjust accordingly

Menu Management



STORES
Substitutions

The Army Food Program

AR 30-22
DA PAM 30-22

Develops Menus
Maintains Templates
Completes Production Schedules
Inputs Kitchen Requisitions
Conducts Inventories
Orders rations

Maintains Recipes
Maintains Budget
Chairs FSMB
Oversees Program

Developing a Cycle Menu

- Can reduce the number of items in the inventory
- Streamlines administrative work – simplifies the use of production schedule templates and expedites the ordering process
- Food Service Personnel (FSP) become consistent in product preparation and can provide input back to management
- Provides a basis for costing out your menus and establishing par ration levels
- You must incorporate the Army Menu Standards – DA PAM 30-22 paragraph 3-70

Cycle Menu Process

- Cycle Menu Considerations:
  - Style of service/concept
  - Dining facility staffing
  - Dining facility equipment limitations
  - BDFA
  - Account status
  - Customer preferences/demographics/marketing
  - Projected headcount
  - Special occasions
  - Pricing offset/expensive vs. inexpensive mix

Cycle Menu Process

- Food Product Considerations:
  - Market costs during the year
  - Nutritional adequacy
  - Product availability
  - Variety and balance
  - Low-calorie items
  - Pre-prepared vs. in-house preparation
  - Cost per item/within BDFA

Pre-Cost the Cycle Menu

- Input the Cycle menus into AFMIS (Templates)

- When generating Production Schedules:
  - Input at least 5 days before the meal is to be served
  - Review historical meal headcount, (weather, time of year, troop activities) to achieve a realistic projected headcount
  - Review popularity of past meals
  - Plan for back up food items
  - Review BOH, (stockage level report) for non-moving items
  - Put all items on 1 production schedule
  - Put the estimated quantities in for SOP items (do not put 1 or leave blank or you will not get a estimated cost)
  - After input of Production schedules AFMIS will generate approximate cost of the meal

Pre-Cost the Cycle Menu

- AFMIS Recipe Cards and SOPs must be current and written correctly to get accurate cost
  - Ensure recipe cards reflect the right product by TIIN
  - Ensure use of correct recipe variation
  - SOPs must be input into AFMIS
  - Kitchen Requisitions will let you know if correct product is reflected in the recipe
  - Kitchen requisition will give actual cost after items are input into AFMIS

- Compare the cost of the meal with the BDFA
  - By Meal: Divide the cost of the meal reflected on the Production Schedule with the projected headcount
    - Each menu cycle should have high-cost vs. low-cost meals

Purchasing

- Review Catalog for:
  - Best value food items
  - Best packaging, case counts to fit your operation
- Compare AFMIS shopping list requirement with:
  - BOH
  - Due-ins
  - Due-outs
  - Establish par stocks
- Submit shopping lists in a timely manner
- Create order templates where applicable

Receiving, Storage & Issuing

- Date all food items with date received
- Use First in, First out (FIFO), First to Expire stock rotation with the exception of bread
- Record items on Kitchen Requisitions
  - Input item only if used on that meal
  - If bulk issue system is used only issue enough for the day and spread the item over each meal it is used for
  - The Kitchen Requisition will give you the meal cost
- Check dates on rations to see if they are being used in a timely manner

Receiving, Storage & Issuing

- Conduct 100% weekly physical inventories, this will give a more accurate accounting for subsistence, and a more accurate account status

- The price of food items can change weekly, refer to the Inventory Adjustment Monetary Account report (IAMA) weekly.

- Food items are charged to your account when issued and input into AFMIS from the kitchen requisition.

Food Preparation

- Utilize meal production tools, (Food Risk Management, recipe cards, etc.)
- Control preparation waste
- Sample each food product
- Utilize progressive cookery
- Serve foods at proper temperature

Service

- Review portion sizes with servers prior to the meal
- Do not under serve customers
- Monitor headcount flow to establish peak periods
- Annotate run-out times of entrees to plan for the next time that particular item is served
- Get diner feedback for future menu planning
- Monitor plate waste (at the tray drop off point)

Post-Meal Analysis

- Accurately record meal data on production schedules and kitchen requisitions
- Kitchen requisitions are not 100% accurate due to human error
- Kitchen requisitions are a working tool and give you a daily estimate of actual meal cost
- Review meal cost
  - Use the Meal Cost Analysis Worksheet to track.
  - To get Meal Cost: review completed Kitchen Requisition after input into AFMIS for estimated cost of the meal

Exercise Meal Cost Analysis

- Tomorrow's Date: 13 December 2012

- BDFA: $8.19 Brk $1.64 Lun $3.27 Din $3.28

Projected Plate Cost (lunch meal)

Menu Cycle Day:	1	2	3	4	5
Proj H/C:	300	250	365	240	325
Proj P/S Cost:	$900	$900	$1200	$670	$1200

Actual Plate Cost (lunch meal)

Menu Cycle Day:	1	2	3	4	5
Act H/C:	279	240	248	250	320
Act K/R Cost:	$900	$966	$950	$700	$1050

Actual numbers 10 or more off from projection annotated in red

Exercise Meal Cost Analysis

BDFA: $8.19 Brk $1.64 Lun $3.27 Din $3.28

Projected Plate Cost (lunch meal)

Menu Cycle Day:	1	2	3	4	5
Proj H/C:		300		250	365 240 325
Proj P/S Cost:	$900	$900	$1200	$670	$1200
	$3.00	$3.60	$3.28	$2.79	$3.69

Menus can be adjusted prior to the day of service to align with the BDFA from the projections

Actual Plate Cost (lunch meal)

Menu Cycle Day:	1	2	3	4	5
Act H/C:	279	240	248	250	320
Act K/R Cost:	$900	$966	$950	$700	$1050
	$3.23	$4.03	$3.83	$2.80	$3.28

Actual plate cost above the BDFA are annotated in red

profit or loss calculator

Day 1 $3.27X279=$912.33
$900 divided by 279=$3.2258-$3.27=0.0442X279= +12.33

Day 2 $3.27X240=$784.80
$966 divided by 240=$4.025-$3.27=0.755X240= -181.20

Popularity Index

- Use Meal Projection and Entrée Popularity Index Worksheet. Formula:
  - Total Servings Prepared: 100
  - Minus Servings Leftover or Discarded: - 17
  - Equals Servings to Customers 83
  - Divide by Total Headcount (%) ÷239
  - Equals Popularity Index 0.3472

  X100

  34.72

  =35%

- For future meals, use the popularity index times the projected headcount to arrive at the estimated number of servings needed to be prepared:
  0.35(%) X 275(Projected HC) = 96.25 rounded down to 95 servings.

Practical Exercise: Meal Projection and Entrée Popularity Index

- Yesterday's Date: 13 December 2012

- Projected Headcount (lunch meal): 350
- Actual Headcount: 332

Entrees	Prepared	Served
Fried Chicken	100	100
Lasagna	100	92
Roast Beef	50	35

Use formula from previous page to discover the popularity index of these items

Questions
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